

City of San Antonio
Neighborhood Action Department



"Partners with the Community"
Application and Assessment

Part 1

1 Neighborhood Group/Leadership/Citizen: Main Contract(s):	
2. Address (es).	
3. Phone Number(s): (Include Home and Work, if available)	
4. Membership (Approx. Number):	
5. Target Neighborhood (Describe boundary): (i.e. 100-1 000 blocks of A venue A- Oak Street from grocery store to Elementary School; 1 00- I 000 blocks of A venue G; etc.)	
6. List of Neighborhood Association Officer's names, addresses, & phone numbers, if applicable. (May write-in or attach)	
7. List organized events that your neighborhood has or events they have participated in, if applicable. (Last 5 years only)	
8. Do you have a neighborhood plan? Or are you currently working towards a plan? Attach if applicable	
9. Why should your neighborhood be chosen for a sweep? Please attach self-nomination. (Limit to 200 words or less)	
10. Are there any opportunities in your neighborhood for Neighborhood Commercial Revitalization? (Briefly describe location or situation.)	

Part 2 Neighborhood Assessments:

Give a brief outline of problem areas in your neighborhood and list possible solutions or suggestions.

Please be as specific as possible (i.e. graffiti at corner of _____, mini dump at _____, no sidewalks along _____ Street, from _____ Street to _____ Street, criminal activity at _____ • eye sore property at _____ etc.).

To be considered for a Neighborhood Target Team, both the City and your neighborhood group must assist in setting up a neighborhood meeting in your target area including planning prior to and after the sweep, etc. The City and your neighborhood representatives need to provide the following:

Part 3 Orientation Meeting (Introducing "Sweep Program " to Neighborhood Group/Residents)

City Role

Provide personnel -from various departments (i.e. Police, Public Works, Code Compliance, Parks & Recreation and Planning etc.) to discuss neighborhood needs, problems and expectations.

Neighborhood Leadership/Representative's Role:

Provide a central meeting site for the first orientation meeting; responsible for the development of a plan for contacting all individuals, members and area residents to invite them to the orientation meeting.

Recommended Site: _____

Address: _____

Person(s) to contact all individuals about meeting:

Name: _____ Address _____ Phone: _____

Name: _____ Address _____ Phone: _____

Plan for notifying neighborhood residents of meeting (describe process):

Part 4 Clean-Up Volunteers:

City's Role:

- Coordinate provision of clean up requirements.
- Provide assistance with media contact and producing flyers for distribution.

Neighborhood Leadership/Representative's Role:

- Provide necessary volunteers to staff various clean up efforts, assist neighbors in taking trash to the curb.
- Notify all residents in the target area of the date and time of clean up and the need for volunteers.
- Phone and confirm with volunteers their participation prior to the Target sweep.

Volunteer Coordinator(s)

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Part 5 Maintenance and Housing Development (Identifying and Using Housing Programs)

City's Role:

- Investigate the target area for demolition, board- up, building repairs, junked vehicles, trash and weed removal violations. Property owners will be issued a violation notice and be asked to comply with appropriate city code within specified time lines. The City Legal Department will become involved in any legal issues that arise.
- Provide information about City grant and loan programs for owner-occupied and rental housing for distribution throughout the neighborhood.
- Train the neighborhood's selected Housing Coordinator on additional details about programs and the application process.
- Provide paint to residents through our Graffiti Clean-up City Paint Bank for specific exterior applications (if available). Paint is given out on a first come first serve basis.
- Provide speakers to discuss Graffiti issues.

Part 5 Maintenance and Housing Development (continued)

Neighborhood Leadership/Representative's Role:

- Assist Neighborhood Action Department (NAD) team in identifying properties that may be long standing, on-going problems, and determine if volunteers may be needed to help improve the property. This could include paint crews to assist elderly residents, contacting absentee owners to remove trash and weeds from vacant lots and properties, and assisting residents with disabilities or elderly with cleaning up their property.
- Obtain written permission from property owners to enter onto property to do cleanup.
Obtain. written permission from property owners to demolish, remove garages and accessory structures.
- Phone and confirm with volunteers their participation prior to their assigned time.
- Assign Housing Coordinator to learn about City housing programs; help identify homeowners and landlords that might qualify for these programs, and encourage them to fill out applications. The Housing Coordinator will help monitor paint progress under the Graffiti Clean-up Paint Program.

Property Maintenance/Housing Development Project Coordinator:

Name: _____ Address: _____ Phone: _____

Part 6 Infrastructure, Streets, and Traffic

City's Role:

- Mowing of drainage channels and public areas, street cleaning, weed cleaning, pot hole patching
- Removal of Graffiti
- Replacement of regulatory and other signs
- Traffic studies to include speed, speed humps, traffic signals & installation
- Replacement/Repair of guard rail/flex beam/guard post(s)
- Repair/Construction of sidewalks at prequalified locations
- Repaint handrails at bridges and other drainage structures

Part 6 Infrastructure, Streets, and Traffic (continued)

Neighborhood Leadership/Representative's Role:

- Assist Neighborhood Action Department (NAD) team in identifying properties or conditions that may be long standing, on-going problems, and determine if volunteers may be needed to help improve the property.
- Phone and confirm with volunteers their participation prior to their assigned time.
- Assign Housing Coordinator to learn about City's Public Works Department and its time line for projects, help identify homeowners and landlords that might qualify for assistance, and encourage them to **fill** out the necessary applications:
- Work with City's Public Works and NAD staff to develop understanding of what can be reasonably accomplished during the target sweep, and share those expectations with all residents.

Part 7 Law Enforcement (Identifying Crime Problems/Areas in the Neighborhood)

City's Role:

- Investigate patterns of reported crimes in the area to help identify significant crime issues.
- Provide training and support on Neighborhood Watch and any other programs to residents.
- Make available crime prevention projects during the target team sweep to provide an increased emphasis on crime reduction in the targeted area.

Neighborhood Leadership/Representative's Role:

- Assist SAPD in identifying the most significant crime issues in the targeted area.
- Actively participate in Neighborhood Watch training and provide volunteers.
- Work with SAPD to develop understanding of what can be reasonably accomplished during the target sweep, and share those expectations with all residents.
- Develop a list of residents to actively participate in community-based policing programs (i.e. COPS, etc.)
- **Neighborhood Watch/ SAPD Liaison:**

Name: _____ Address: _____ Phone: _____

Part 8 Fire Protection

City's Role:

- Provide Residential Fire Safety Surveys.
- Provide fire safety education using fire companies and Public Education staff.
- Intervene in families with fire setters to abate curiosity or identify assistance needed.
- Fire Department will install smoke detectors upon request or as part of a program.
- Work with Code Compliance and Building Inspections personnel to identify and cite code violations.
- Fire Department will avail its future facilities for other city departments to provide additional services.
- Engine companies will conduct tours (inspections) of any business or commercial building in the target team area.

Neighborhood Leadership/Representative's Role:

- Inform members of services available.

Part 9 Follow-Up

The success of an initiative can only be measured by continued neighborhood improvement after the initiative is over.

Please outline what your group, association, or leadership is willing to do to continue neighborhood improvements

Clean - up

Code Enforcement

Part 9 Follow-Up (continued)

Housing Development

Law Enforcement

Neighborhood Organizational Ongoing Projects

City's Role:

- Provide a post "sweep" report to the group, leadership, or association and media on the number of violation notices issued, home inspections for fire safety and security, the amount of trash removed, number of structures repaired, boarded or demolished, and the outcome of police activity.
- Provide a de-briefing session with the group, leadership, or association to evaluate the effectiveness of the initiative, to identify what needs to be changed or improved, and to plan for on-going projects as an outgrowth of the sweep program.
- Provide periodic updates on projects begun but not completed during the initiative (i.e.; Status of Demolition, Legal Proceedings.)

Neighborhood Leadership/Representative's Role:

- Keep a list of all volunteer names and addresses.
- Complete a volunteer information form prior to beginning their work duties, and return these forms to the City Neighborhood Action Coordinator.
- Keep a record of all donated items, equipment and services, the value of those donations and the names and addresses of donors.
- Send thanks you's to all volunteers and donators to acknowledge their help and contributions.

Part 9 Follow-Up (continued)

Neighborhood Leadership Representative's Role:

- Provide a post sweep wrap-up event within 6 weeks of sweep completion to recognize volunteers and donors, and provide a final report on accomplishments and future plans to continue neighborhood improvement.

ATTACHMENTS (If applicable):

1. A list of Neighborhood Association Officer's name's, addresses, & phone numbers. (May write-in or attach).
2. List any organized events that your neighborhood has or events they have participated in
3. Do you have a neighborhood plan? Or are you currently working towards a plan? (please attach).
4. Why should your neighborhood be chosen for a sweep?
5. Are there any opportunities in your neighborhood for Neighborhood Commercial Revitalization?

Please return to.:-

City of San Antonio
Neighborhood Action Department
1400 S. Flores, San Antonio, Texas 782
207- 7881 - Office
207-7914- Fax

Allow thirty calendar days for processing.

Thank You,

Departmental Info:

Special Project Coordinator:

District:
